

**PRELIMINARY DAMAGE ASSESSMENT
FORMS INSTRUCTIONS – PA-3**

County Public Assistance Damage Assessment, Damage Categories – By Applicant's
Departments; and
Applicant, Public Assistance Damage Assessment, Damage Categories – By Applicant's
Department

All of the forms are in Excel. There are no graphics and there are no advanced functions. These forms should be compatible with most versions of Excel.

These forms are for the Applicant's use only, as a tool, and **are not** required by EMD or FEMA. The data entered on these pages **will not** transfer to the required forms. Please note that the description for the Categories A-G are listed at the bottom of the page. The first row of the grid is protected, as well as the formulas in the column for Department Total and the row for Category Total. You can Tab or Enter to move to each cell.

County Emergency Management:

1. The first page is a tool intended for use by the county emergency management office. There is a drop-down box to select the County in the header. Click on the drop-down box and select your county.
2. Disaster Name: Fill this in if the information is available.
3. Incident Period: Fill in the Incident Period if known.
4. County's Department: Fill in your county's departments that sustained damage and that you are including in the PDA process.
5. County's Cities: This area is available to enter all of your jurisdictions that you will collect the data from, except for state agencies. The Category Total will automatically calculate.

All other applicants:

1. The second page in the workbook is for State agencies or other local government. Click on the cell next to "Applicant" in the header. Enter your jurisdiction's name; i.e., City of Kelso, Puyallup Tribe, or Department of Fish & Wildlife.
2. Disaster Name: If the disaster has been named, fill in the information.
3. Incident Period: If the information is available, fill it in.
4. Department Name: Fill in the name of the department's in your jurisdiction that sustained damage. In the case of state agencies, fill in the county or facility that sustained damages.

All Applicants:

Tab to each category for which damage was sustained by the department and enter your estimate. Each Department Total will automatically calculate the sum. Each Category column will automatically calculate the sum. The Total cells are protected. The totals that are found at the bottom should equal the totals on the summary sheet (PA-1). This would provide a check and balance to ensure all of your damage sites are covered in the required forms.